



# *City of Miami Gardens*

Department of Public Works/Engineering

1515 NW 167 Street, Building 7, Suite 4

Miami Gardens, Florida 33169

TEL: (305)622-8000/EXT.3320; Fax: (305)622-8032

## **Grading /Drainage /Paving Permit Checklist**

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Project / Subdivision Name

Address

This checklist has been designed to assist in the submittal process for the above mentioned permits. All items that are applicable to the permit package being submitted for processing should be checked (X). Items that do not apply should be denoted (N/A). Items that do not apply but are not checked must be explained. Attach a separate sheet of paper, if necessary. All packages **MUST** contain a copy of this checklist, completed and signed, for each permit requested, along with all the required documents as follows:

### **Grading Permit** *(please check all that applies)*

- ☐ Completed Permit Application.
- ☐ Two (2) prints of approved grade establishment for each street within the limits requested.
- ☐ One (1) print of approved preliminary subdivision plan.
- ☐ One (1) print of each record plat, with recording data and a copy of Public Improvement Agreement.
- ☐ One (1) copy of standard letter of entry for inspection, signed by the owner of the property, where plats have not been recorded.
- ☐ Stormwater Erosion and Sedimentation Control Plan.
- ☐ One (1) print of drainage study.
- ☐ Two (2) copies of slope easement document for each slope easement that is not shown on a recorded plat.
- ☐ One (1) copy of Soils Report prepared by Developer's geotechnical soil engineer.
- ☐ One (1) print of approved plans for work on existing roadways required by the Public Improvement Agreement, including utility relocations.
- ☐ Two (2) copies of approved Maintenance of Traffic Control Plan, (MOT).

### **Grading and Storm Drainage Permit** *(please check all that applies)*

**All items listed for Grading Permit, plus the following:**

- ☐ Two (2) prints of approved storm drainage plans.
- ☐ One (1) copy of Engineer's estimate of storm drainage quantities.
- ☐ Two (2) copies of recorded easement document for each storm drain easement that is not shown on a recorded plat.
- ☐ One (1) prints of each record plat. Letter of entry is not applicable to permits that include storm drainage.

**Storm Drainage Permit** *(please check all that applies)*

- ☐ Completed Permit Application.
- ☐ Two (2) prints of approved storm drainage plans approved by DERM.
- ☐ Two (2) prints of approved grade establishment for each street within the limits requested.
- ☐ One (1) print of approved preliminary subdivision plan.
- ☐ One (1) print of each record plat, with recording data.
- ☐ One (1) print of drainage study.
- ☐ One (1) copy of Engineer's estimate of storm drainage quantities.
- ☐ One (1) copy of recorded easement document for each storm drainage easement that is not shown on a recorded plat.
- ☐ Two (2) copies of approved Maintenance of Traffic Control Plan, (MOT).

**Paving Permit** *(please check all that applies)*

- ☐ Completed Permit Application.
- ☐ Two (2) prints of approved paving plans.
- ☐ One (1) print of approved preliminary subdivision plan.
- ☐ One (1) print of each record plat, with recording data.
- ☐ One (1) copy of Engineer's estimate of paving quantities.

**Paving and Storm Drainage Permit** *(please check all that applies)*

**All items listed for Paving Permit, plus the following:**

- ☐ Two (2) prints of approved storm drainage plan approved by DERM.
- ☐ One (1) print of drainage study.
- ☐ One (1) copy of Engineer's estimate of storm drainage quantities.
- ☐ One (1) copy of recorded easement document for each storm drain easement that is not shown on a record plat.
- ☐ Two (2) copies of approved Maintenance of Traffic Control Plan, (MOT).

**Other requirements**

- A NPDES Storm water permit may be required as per Rule 62-621.300(4) F.A.C. Please contact the FLA. DEPT. OF ENVIRONMENTAL PROTECTION AT (805) 921-9904 or [WWW.DEP.STATE.FL.US/WATER/STORMWATER/NPDES/](http://WWW.DEP.STATE.FL.US/WATER/STORMWATER/NPDES/). Prior to obtaining a Public Works Permit from Miami Gardens, the application
- If applicable, the original "Surface Water Management Standard General Permit" from DERM should be attached with plans.

<b>PRINT NAME</b>	
<b>SIGN</b>	
<b>DATE</b>	